

BOARD OF FINANCE
JUNE 11, 2009
MINUTES

Present: Kathy McGannon, Marty Shapiro, Tom Tesoro, William Crooks, Ken Martin and alternate Lisa Valenti

Also: Lynn Heim, Director of Finance; Dan Schopick, Town Attorney, Ray Baldwin, First Selectman.

The meeting was called to order at 7:00 p.m. by Chairman Kathleen McGannon. All those present joined in the Pledge of Allegiance and a moment of silence to remember all those service men and women stationed around the world.

The Board unanimously agreed to move the approval of the minutes of May 14, 2009 and the Treasurer's Report to the end of the meeting.

Discussion: Town Planner's Request for Supplemental Appropriation

Bill Levin, Town Planner and Graham Bisset, Building Official were present for discussion. Mr. Levin gave a brief overview of what was being requested. He briefly stated that the work load of the ZEO/Blight Officer has increased during the past year. A decrease in hours to 19.5 hours a week will result in delays in the handling of complaints, i.e., foreclosed properties with yards not being maintained, increased number of complaints regarding housing units with more than three non-related persons living there, unregistered motor vehicles, businesses being run illegally out of homes are all blight complaints that have increased. In order to prevent a decline in Trumbull's appearance due to lack of attention given to zoning and blight violations, a request is being made to bring the position back to 28 hours a week. Currently there is money in the 2009-2010 budget that would cover 28 hours a week from July 2009 – January 2010.

Ms. McGannon asked if Mr. Levin was looking at two separate positions – ZEO and Blight Officer or if one position is better capable of handling the two issues? Mr. Levin feels it would be less efficient to have two people doing this because if one finds the problem is not an issue for him to handle, he would then have to go back to the other and turn it over to him instead of handling it himself.

Mr. Baldwin stated that by Charter, the ZEO works under the direction of the P&Z Commission; they select the ZEO; and when the Town Council authorized the Blight Officer position, said that the Blight Office should be appointed by the First Selectman and be under control of the First Selectman. This is something that would need to be worked out. There is enough money in the salary account to carry this position for four to six months.

It is Mr. Crooks' understanding that the First Selectman is asking for the Board's concurrence that it go along under the present schedule at least until January and that this

Board would not raise a red flag when it sees that monies are being expended on a weekly basis and not on an annual basis.

6/09/02...EMS...Transfer from Account 01022600-522205 Program Expenses the sum of \$5,000 and from Account 01022600-534402 Program Supplies the sum of \$9,500 to Account 01022600-581888 Capital Outlay, \$14,500 for the purpose of completing the changeover of two 2009 ambulances.

It was moved by Mr. Shapiro; seconded by Mr. Tesoro.

Present for discussion were Vi Watson, Barbara Crandall, Mike DelVecchio.

The Chair explained that what EMS is looking to do is encumber monies left over from this year's budget so that they can move forward with the ambulances on July 1st and not come in for a supplemental appropriation for the parts needed to complete the ambulances.

Ms. Crandall explained that the quote for \$8,682 includes a two-way shark fin antenna. Since we are not going to use this type of an antenna, they would like to install in its place a backup alarm system similar to what is used on the Senior busses. This change would increase the total of the invoice by \$2,586. Therefore, an additional \$2,000 would be needed. This additional money can be taken from the 522203 Ancillary account.

Mr. Shapiro moved to amend motion by including a transfer from Account 522203 Ancillary the sum of \$2,000 to 01022600-581888 Capital Outlay, making the total transfer \$16,500; seconded by Mr. Tesoro.

Motion carries unanimously 6 - 0 on amendment.

Motion carries unanimously 6 – 0 on motion as amended.

6/09/03...Registrars...Transfer from Account 01010800-522205 Program Expenses, the sum of \$1,488 to Account 01010800-522202 Services & Fees, \$199; 01010800-534402 Program Supplies, \$462; 01010800-556605 Transportation Expense, \$65; 01010800-590014 Telephone, \$402; 01010800-581888 Capital Outlay, \$360 to cover deficit in accounts and to purchase a new printer.

It was moved by Mr. Shapiro; seconded by Mr. Tesoro

William Holden, Registrar was present for discussion.

Mr. Holden explained that the office needs a new printer. The printer that was recommended to them was one similar to the HP3305dn. This is a monotone printer and capable of automatically printing duplex. They have \$420 in their Capital Outlay account and need \$360 to be able to purchase the printer. The remainder of the request is to cover deficits in the accounts.

Motion carries unanimously 6 – 0

6/09/04...WPCA...Appropriation from 20-315100 Retained Earnings to 201-00000-578805 Extraordinary Repairs the sum of \$72,500.

This item was withdrawn by Mr. Solemene.

6/09/05...WPCA...Appropriate from 20-315100 Retained Earnings the sum of \$23,071 to 201-00000-578805 Extraordinary Repairs, \$23,071 to pay invoice for emergency repair on the main pump at 119 White Plains Road.

It was moved by Mr. Shapiro; seconded by Mr. Tesoro.

Present for discussion was Joseph Solemene.

An emergency repair was performed on the main pump at 119 White Plains Road. Grit wore a hole in the main pump volute casting which created a sewage leak in the pump station dry well. This repair had to be taken care of as soon as possible as there are only two main pumps at the location.

Motion carries unanimously 6 – 0

6/09/01...Town Clerk...Transfer from 01013600-534402 Program Supplies the sum of \$1,500 to 01013600-522205 Program Expenses and from 01013600-545501 Legal Notices the sum of \$1,000 to 01013600-522205 Program Expenses to cover a deficit in the accounts.

It was moved by Mr. Shapiro; seconded by Mr. Tesoro.

This is for the consolidation and preservation of historic documents.

The Town Clerk was notified by the Connecticut State Library that the grant she depended on to fund this consolidation and preservation was being transferred to the State General Fund leaving a very small balance for these accounts. The Town Clerk looked at the current budget and found that she had funds in 534402 Program Supplies and 545501 Legal Notices to continue with the consolidation and preservation of the historic documents.

Motion carries unanimously 6 – 0

Approval of Minutes of May 14, 2009...Motion made to approve by Mr. Martin; seconded by Mr. Shapiro.

Following amendments were made by Mr. Crooks and Ms. Valenti:

Page 1...Paragraph 4 from bottom...line 3 “the fact that interest *income has*”
Line 4...are today, “we *will*” probably “*receive*”..... dollars this year. *He* is
Line 5...asking the Board....projection “*for fiscal 2009/2010*” to 800,000 dollars.
Line 7... “*project*”

Page 3...Paragraph 3... “*Motion made to increase the administration proposed figure for Vo-ag Program by \$25,000 to \$275,000*”

R-7...Line 2... (Disposal Area) by category. Building...Mr. Crooks is hesitant “*to build an additional*”...

Internal Auditor’s Position... 2. “*Do*”...3. “*Recreate*” the position...

Motion as amended carries unanimously 6 – 0

Motion on minutes as amended carries unanimously 6 – 0

Treasurer’s Report...accepted as presented.

Internal Auditor’s Position: Discussion followed. Mr. Smith would like to look at a time frame of September 1 for finalizing this position.

Chair requested that within the next two weeks, Board members send her some thoughts on what they want; she will then meet with Lisa and work on putting something together and send to Mr. Schopick before the next meeting. We can discuss the proposed job description at that meeting..

Motion to adjourn made by Mr. Tesoro.

Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Gail Bokine, Clerk